

MONROE COUNTY

JOB DESCRIPTION

Position Title: ADMINISTRATOR VETERANS SERVICES		Date: 03/25/98
Position Level: 10	FLSA Status: Exempt	Class Code: 10-23

GENERAL DESCRIPTION

The primary function is to assist veterans in obtaining benefits they earned while serving in the US military. Prepare and present claims for disability compensation, pension, medical care, insurance, burial, vocational rehabilitation and loans.

KEY RESPONSIBILITIES

1. *Counsel veterans and dependents on benefits available.
2. *Prepare and present claims for benefits.
3. *Maintain current knowledge of laws, rules and regulations governing veterans benefits.
4. Enlist and maintain cooperation of various veterans organizations.
5. Contact and arrange appointments for clients with various clinics and doctors.
6. Coordinate with appropriate organizations for transportation to medical facilities.
7. Attend functions that are pertinent to assisting veterans. (Most are conducted after normal working hours).
8. Confer with various organizations to ensure veterans obtain assistance from all county and federal sources available.
9. Maintain stats and prepare reports as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Florida Driver's License. Must qualify under Section 292.11, Florida Statutes. Must be certified by the State Director of Veterans Affairs. Must be an honorably discharged wartime veteran as required by F.S. 292.11.

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APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____